

Benefits Checklist in the Event of Death

Use this informational checklist to assist in determining actions taken in the event of the death of a California State Employee. You may check off benefits associated with the employee and make specific notes. These are typical benefits, which may vary by bargaining unit and individual employee choices. You may wish to review collective bargaining aspects covering the employee and consult with appropriate surviving family member(s). Topics are hyperlinked to additional information. Contact resources are also provided.

Health Related:

[Health Benefits](#)
[Dental Benefits](#)
[Vision Benefits](#)

Flexible Benefits:

[Flex-Elect](#)
[CoBen](#)

Benefits Continuation:

[COBRA](#)

Retirement and Savings:

[CalPERS](#)
[Savings Plus](#)
[Part-Time, Seasonal, or Temporary Program \(PST\)](#)
[Alternate Retirement Program \(ARP\)](#)
[ScholarShare College Savings Plan](#)
[Savings Bonds](#)

Insurance:

[Long-Term Disability \(LTD\)](#) (excluded employees)
[Long-Term Care Program](#)
[Group Legal Services \(ARAG\)](#)
[Travel and Accident Insurance](#) (excluded employees)
[Basic Group Term Life Insurance](#) (excluded employees)

Quick Notes

[Workers' Compensation](#)

[Non-Industrial Disability Leave \(NDI\)](#)

[State Disability \(SDI\)](#) (certain bargaining units)

Personal and Professional Assistance:

[Employee Assistance Program \(EAP\)](#)

Individual Personnel Offices:

Review Beneficiary Designation – For the most recent information

Review Employee Action Request(s) (EAR) – For the most recent information

CalHR Contacts:

[Get Information from CalHR Representatives](#)

Quick Notes

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Instructions:

- If you wish to complete the checklist and print it out, please click [Save a Copy of Checklist](#) prior to completion.
- Exit the web page, open the checklist that you just saved on your computer, and begin completion.
- You may also [print](#) the checklist first and complete it with a pen as you read about each benefit.

Both of these options can be found at the very top of the checklist.

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